

**CITY OF AURORA
JOB DESCRIPTION**

**JOB CODE: TBD
SALARY GRADE: E17
EFFECTIVE/UPDATED: 7/13/2021**

ASSISTANT DIRECTOR OF ECONOMIC DEVELOPMENT

Definition

The Assistant Director is responsible for conducting and administering economic development initiatives as well as both long range and current planning projects in conjunction with other City Departments including the Zoning and Planning Department. This position requires discretion and judgment in matters related to work procedures, department personnel and policies, to perform complex research and analysis of economic development and planning data, and to serve as the lead on complicated economic development and planning projects, including long-range comprehensive planning updates and amendments and other neighborhood plans. This position is also responsible for working directly with the Director regarding department administration and budgeting.

Equipment/Job Location

Operates a variety of office equipment including computer, typewriter, fax machine, copy machine. This position requires face-to-face communication with developers as well as over the telephone. Duties shall be performed in various office settings, as well as out of doors on-site.

Essential Functions of the Job

- Oversees the linkages between MOED and multiple City Departments and external partners to ensure effective and efficient implementation.
- Manages special projects throughout the City including both new development and redevelopment projects involving complex processes.
- Coordinates and administers key city financial initiatives that support economic development such as TIF, and RERZ.
- Works directly with other departments and agencies such as Invest Aurora, Aurora Downtown, Chambers, and ACCA to plan for and implement plans for improving special projects including those identified in the City's plans and studies including its Downtown Plan, RiverEdge Park plan, and Foxwalk.
- Prepares staff reports Committee and City Council Meetings for economic development, and long-range planning functions.
- Coordinates, prepares, updates and amendments to the City's Comprehensive Plan and Neighborhood Plans.
- Coordinates and facilitates various stakeholder and neighborhood groups, organize and facilitate public meetings, engage all stakeholder and neighborhood groups, and troubleshoot to resolve concerns encountered during economic development and planning process.
- Prepare written staff reports and make presentations to Committees and City Council regarding current planning applications, economic development initiatives, and long-

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range planning projects.

- Assists Zoning and Planning Department with rewrites of revisions to Zoning and Subdivision Ordinances.
- Meets with and provides assistance to developers, property owners, community organizations, other groups and city departments and individuals regarding economic development activities, planning concepts, and project updates.
- Frequently responds to public inquiries.
- Assists the City grant writer with preparing grant applications.
- Assists with the Communications Department to create high-quality and impactful maps, presentations, and documents.
- Undertakes analysis of implemented projects to determine the cost/benefits of decisions.
- Manages payroll administration for direct reports.

Required Knowledge and Abilities

- Self-motivated, energetic individual with excellent customer service skills.
- Considerable knowledge of principles and practices of economic development, redevelopment and reuse, business retention and recruitment programs, marketing and advertising, real estate, and development/redevelopment financing alternatives.
- Knowledge of zoning, comprehensive planning, and site development.
- Skill in applying economic development practices and principles to attract, recruit, retain, and expand businesses.
- Ability to communicate effectively, both orally and in writing, with personnel at various levels both within and outside the organization
- Knowledge in applying policies, procedures and standards pertaining to the municipal planning process and interpreting maps, graphs and statistical data.
- Skill in operating a variety of office equipment to include an office computer and a variety of word processing, spreadsheet, analytical, and project management software applications, as well as graphic and presentation programs.
- Skill in analyzing and systematically compiling technical and statistical information and preparing grants, technical reports, proposals and correspondence
- Ability to work confidentially with discretion in regard to economic development projects.
- Ability to communicate effectively and persuasively in a variety of situations, prepare clear and comprehensive written reports, and perform basic and complex mathematical and statistical calculations.
- Ability to comprehend and understand local, state, and federal programs and/or incentives benefiting economic development initiatives and projects.
- Ability to manage assigned responsibilities with competing demands, changing priorities and required timelines and work under pressure to meet deadlines for economic development opportunities
- Ability to exercise a high degree of sound independent judgment and work within established guidelines with little direct supervision; and interpret and apply applicable laws, codes and regulations and work proactively and utilize innovative techniques and ingenuity in implementing economic development programs.

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Qualifications for Hire

Bachelor's degree in Planning or related field, over 10 (ten) years of professional planning experience, or equivalent combination of experience and training which provides the following knowledge, abilities and skills. Supervisory experience required.